

Excellence in Research for Australia (ERA)

SEER

(System to Evaluate the Excellence of Research)

SEER SUBMIT HELP

TABLE OF CONTENTS

1.	SEER LOGIN	3
1.1.	Logging onto SEER.....	3
1.2.	Logging Out.....	4
1.3.	Launch Pad.....	4
1.4.	Main Menu.....	5
2.	LOADING A SUBMISSION FILE.....	6
2.1.	UPLOAD SUBMISSION FILE.....	6
2.2.	DOWNLOAD SUBMISSION FILE.....	7
3.	REVIEWING ERRORS AND WARNINGS.....	7
4.	VALIDATION AND VERIFICATION.....	8
4.1.	Validation Errors.....	8
4.2.	Validation with no Errors.....	8
4.3.	Verification with Errors and Warnings.....	8
4.4.	Verification with Warnings only.....	8
4.5.	Verification with no Errors or Warnings.....	9
5.	VIEW UOES.....	10
5.1.	UOE PROFILE.....	11
7.	VIEW INDICATORS.....	12
8.	EDIT BACKGROUND STATEMENTS.....	12
9.	FINALISING YOUR SUBMISSION.....	14
9.1.	FINALISE SUBMISSION STAGE 1.....	14
9.2.	AFTER REVIEW BY THE ARC.....	15
9.3.	UNFINALISE SUBMISSION STAGE 1.....	15
9.4.	FINALISE SUBMISSION STAGE 2.....	15
9.5.	UNFINALISE SUBMISSION STAGE 2.....	16
10.	CERTIFYING YOUR SUBMISSION.....	17
10.1.	CERTIFY SUBMISSION.....	17
11.	VIEWING REPORTS.....	19
11.1.	VIEW REPORTS.....	19
12.	SEERMANAGE USERS.....	20

1. SEER LOGIN

1.1. Logging onto SEER

The SEER Login page (Diagram 1) is used to authenticate the user. A valid username and password are required to access the launch pad within SEER.

To obtain a login contact your Institution Liaison Officer (ILO).

The login page can also be used to reset passwords and to request a username. Requesting your username also resets your password. When a username is requested, an email with your username and temporary password is sent to you. This email will be entitled 'ERA-SEER login details notification' and it will be from do-not-reply@arc.gov.au. When you log in you will be prompted to enter your new password.

To reset your password go to the **RESET PASSWORD** tab of your login page. When requesting a password reset, an email with a temporary password is sent to you. This email will be entitled 'ERA-SEER login details notification' and it will be from do-not-reply@arc.gov.au. When you log in you will be prompted to enter a new password. After three unsuccessful attempts to log in, you will be locked out of your account.

The screenshot shows the SEER Login page. At the top left, there is the Australian Government and Australian Research Council logo. In the center, the ERA logo is displayed. To the right, the text 'SEERLOGIN' is visible. Below the header, a large 'Login' text is centered. The main content area features a white login form with three tabs: 'LOGIN', 'RESET PASSWORD', and 'REQUEST USERNAME'. The 'LOGIN' tab is active. The form contains input fields for 'Username' and 'Password', and a 'Login' button. At the bottom of the page, there is a footer with the text 'SEER SYSTEM TO EVALUATE THE EXCELLENCE OF RESEARCH | Copyright 2010 | Privacy Policy | Disclaimer | Terms and Conditions' and the email address 'era@arc.gov.au' with the tagline 'Excellence in Research for Australia'.

Diagram 1

1.2. Logging Out

The **Logout** button is located in the top right-hand corner of the **SEERLaunchpad** (Diagram 2).

After logging out, you will be directed back to the login page.

1.3. Launch Pad

On successful authentication you are directed to the **SEERLAUNCH PAD**. You are presented with the modules that you have access to.

The available modules are:

- **SEERSUBMIT**—includes all functionality required for institutions to manage their submissions
- **SEERMANAGE USERS**—includes all functionality related to creating users and user profiles
- **SEERMANAGE REPOSITORY TESTING**—includes all functionality for testing repository links. SEER Manage Repository Testing is a platform that is separate to SEER Submit that allows you to manage your institution's repository items by testing the links to your repository.



Diagram 2

1.4. Main Menu

The Main Menu lists the following links:

- **UPLOAD** SUBMISSION FILE
- **DOWNLOAD** SUBMISSION FILE
- **REVIEW** ERRORS AND WARNINGS
- **VIEW** UOES
- **MANAGE** REPOSITORIES
- **EDIT** BACKGROUND STATEMENTS
- **FINALISE** SUBMISSION STAGE 1
- **FINALISE** SUBMISSION STAGE 2
- **CERTIFY** SUBMISSION
- **VIEW** REPORTS

The links on the Main Menu (Diagram 3) will be available based on where your institution's submission is within the submission process. If no file has been submitted a message appears in the notification box advising you that 'You have not yet uploaded a submission file. You may upload a submission file or edit background statements from the options below.'

You can return to the launch pad any time by selecting the **Launchpad** button located in the top left hand corner.

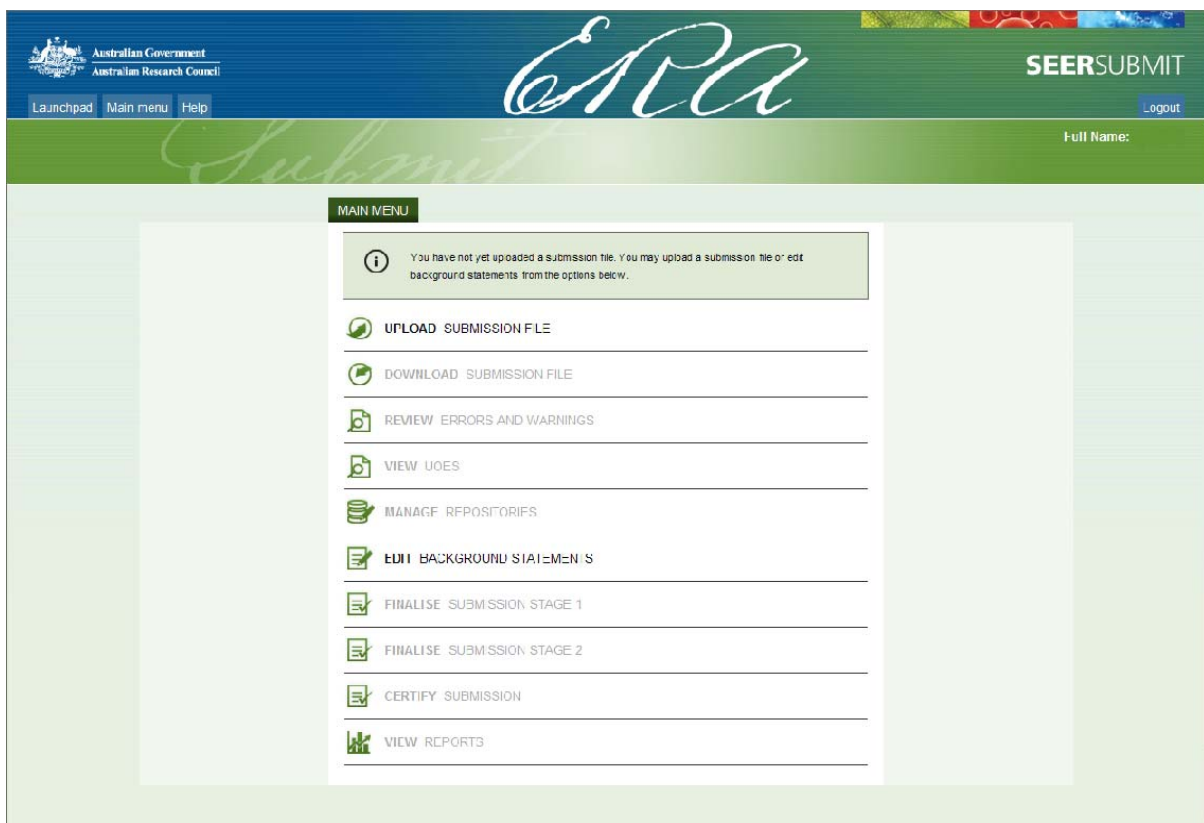


Diagram 3

2. LOADING A SUBMISSION FILE

2.1. UPLOAD SUBMISSION FILE

For an overview of the submission process refer to section 4.1. of the *ERA–SEER 2010 Submission Guidelines*.

To upload a submission file select the **UPLOAD SUBMISSION FILE** link from the Main Menu. Below the Upload Submission File tab select the **Browse** button to choose a file for upload (Diagram 4). Click **Upload** located in the bottom left hand corner of the text box. Note that the file must be a **zip file**. A message appears in the notification box advising you that the upload is in progress. ‘Upload submission file: *Filename.zip* – In progress.’ You will then be returned to the Main Menu. A notification at the top of the page will indicate whether your submission has passed the validation and verification processes. Other advice regarding your submission file may also be provided in this notification. You should receive a notification via email from SEER within one hour of uploading your submission informing you if your submission file has passed verification.



Diagram 4

You can cancel the upload of the Submission File by clicking on the **CANCEL UPLOAD** button on the Main Menu. A confirmation message will appear: ‘Are you sure you want to cancel your upload? This will stop the current process and you must upload a new submission file.’ The Upload Submission link on the Main Menu will be replaced with the **CANCEL UPLOAD** link until an outcome has been reached. A message appears in the notification box on the Main Menu advising you once cancellation is complete.

2.2. DOWNLOAD SUBMISSION FILE

From the Main Menu you can view your current submission file by selecting the **DOWNLOAD SUBMISSION FILE** link. (Please note that this function does not erase the file that you have submitted). A windows dialogue box will open requesting you to select a local source to download the file to. This function will also request a file name to save the file. The Download Submission link will display the file size and uploaded date of your submission (Diagram 5). You must have software to read and operate XML files to view this file after being saved locally.

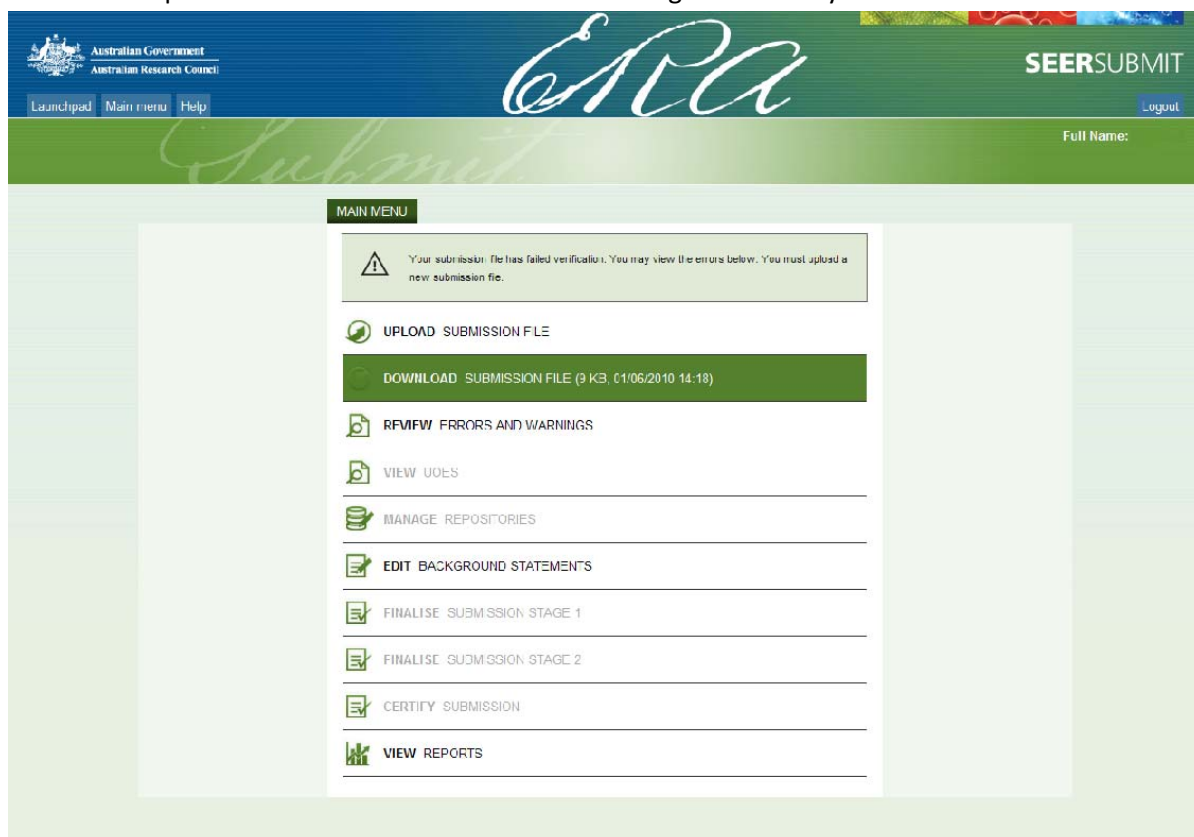


Diagram 5

3. REVIEWING ERRORS AND WARNINGS

The submission file undergoes validation checks and verification against business rules. If any errors are returned they appear under the **REVIEW ERRORS** link on the Main Menu. To export or print your errors and warnings go to the **VIEW REPORTS** link on the Main Menu.

The submission process stops when there are errors in your submission. The validation process validates the whole XML file before presenting the errors to you. Once issues are resolved you need to upload the corrected file and the validation process begins again.

4. VALIDATION AND VERIFICATION

4.1. Validation Errors

If the submission file returns any errors a message appears in the notification box on the Main Menu advising you that 'Your submission file has failed validation. You may view the errors below. You must upload a new submission file.'

From the Main Menu select the **REVIEW ERRORS** link. You are presented with a list of errors which include the XML line number, value, error text and snippet.

Note:

- A snippet is not provided for:
 - validation errors relating to research theme; and
 - research statements of more than 2000 characters.
- Errors in middle name and published names are identified by the error text as 'unexpected characters'.

4.2. Validation with no Errors

If there are no errors the submission file progresses to the verification process. A message appears in the notification box advising you that 'Your file is being verified. You will be notified by email when verification is complete.'

4.3. Verification with Errors and Warnings

If the submission has verification errors a message appears in the notification box advising you that 'Your submission file has failed verification. You may view the errors below. You must upload a new submission file.'

Return to the Main Menu and select the **REVIEW ERRORS AND WARNINGS** link. The **REVIEW ERRORS** tab opens (default). You are presented with a list of errors which include the XML line number, value, message and snippet. The **REVIEW WARNINGS** tab lists the warnings which include XML line number, value, message and snippet.

Please note that the **REVIEW ERRORS AND WARNINGS** function will not allow you to ignore warnings until errors are corrected.

4.4. Verification with Warnings only

If the submission has verification warnings, a message appears in the notification box on the Main Menu advising you that 'Your submission file has been verified with warnings. You may create UoEs. Warnings must be addressed before finalising.'

View warnings by selecting the **REVIEW ERRORS AND WARNINGS** link. Below the **REVIEW WARNINGS** tab you will be presented with a list of warnings which include the XML line number,

value, message, snippet and ignore column. You must either resolve or ignore (tick) all warnings before being able to finalise your submission. Warnings may be ignored by ticking each individual button, or, by selecting 'Ignore All'. Please note, by ticking the individual ignore buttons or the 'Ignore All' button you are indicating that you have checked and cleared all warnings before proceeding to the next iteration.

You may initiate the creation of UoEs at this stage with or without ignoring warnings.

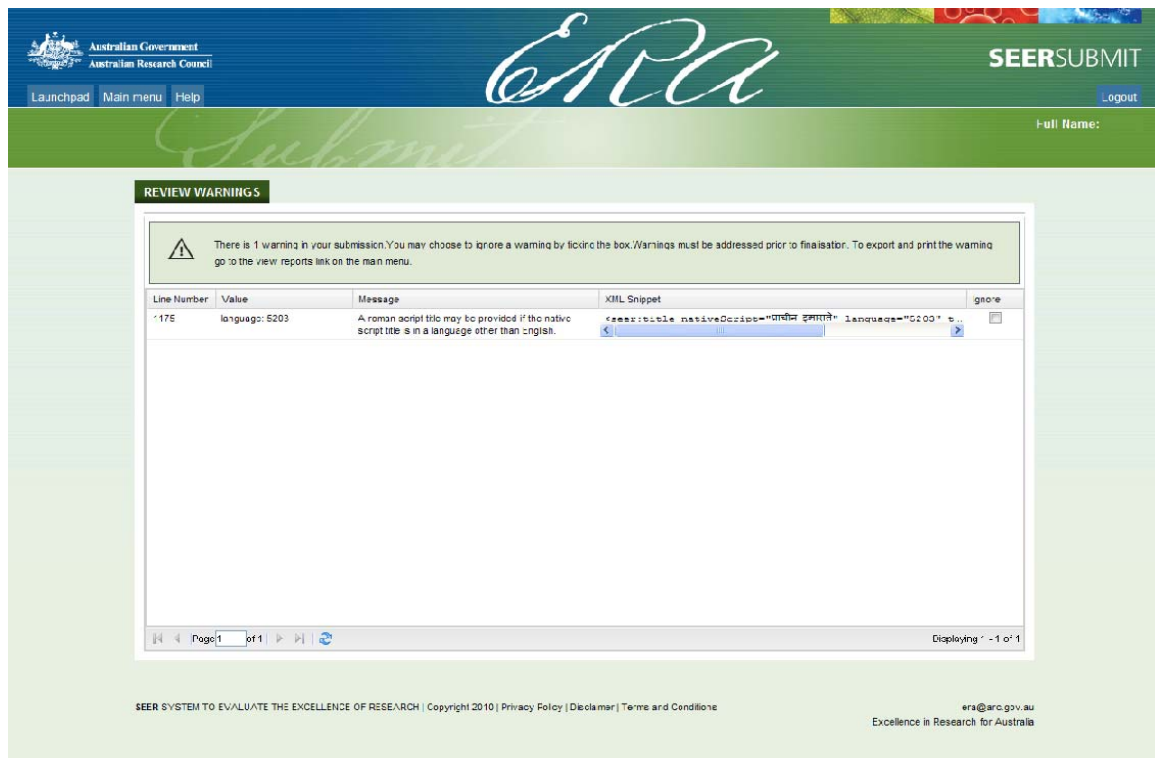


Diagram 6

4.5. Verification with no Errors or Warnings

If there are no verification errors or warnings, a message appears in the notification box 'Your submission file has been successfully verified. You may create UoEs and proceed to finalisation'. An email notification is sent to the user advising that the upload was successful.

5. VIEW UOES

The **VIEW UoES** (Units of Evaluation) link becomes available when the submission is error free.

UoEs will take some time to create. From the Main Menu select the **VIEW UOES** link. A message appears in the notification box advising you that 'UoEs are being created. You may edit background statements without affecting the process.'

Once UoE creation is complete a message appears in the notification box advising that 'UoEs have been created. You may proceed to finalising Stage 1' **OR** if there are warnings to be addressed 'UoEs have been created. You must address warnings before finalisation.'

UoEs are view only; you are not able to manipulate any of the data that is displayed.

To view your newly created UoEs click the **VIEW UOES** link. You are presented with three tabs (Diagram 7): INSTITUTION, TWO-DIGIT UOES and FOUR-DIGIT UOES (default is INSTITUTION). Clicking on any of the tabs will display all items at that level. You can navigate through pages by using the page navigation arrows on the bottom left hand side of the screen.



Diagram 7

Clicking the **VIEW UoE** icon on any of these pages displays two tabs: UOE PROFILE and VIEW INDICATORS (default is UOE PROFILE).

5.1. UOE PROFILE

To view UoE profile information for a particular UoE (institution, two-digit or four-digit) select the UoE from the list shown below the relevant tab (Diagram 8).

The UoE profile displays the Background Statement (at the two-digit level only) and the indicator profile information. To return to the list of two-digit UoEs select the **Back to UoE** list button.

The screenshot shows the 'UOE PROFILE' page for the University of Queensland. The page header includes the Australian Government and Australian Research Council logos, the SEER SUBMIT logo, and navigation links for 'Launchpad', 'My menu', and 'Help'. The main content area is titled 'UNIVERSITY OF' and features a 'Back to UoE list' button. Below this is a table titled 'Discipline Profile' with the following data:

FRS	Discipline Name	Appointment Count	Vitae Count	%
1905	Visual Arts and Crafts	1.90	3	25.0%
1904	Writing Arts and Creative Writing	1.90	2	16.7%
1602	Film, Television and Digital Media	0.90	2	16.7%
1908	Art Theory and Criticism	1.90	2	16.7%
1401	Economic Theory	0.90	1	3.3%
1109	Neuroscience	0.90	1	3.3%
2001	Language Studies	0.90	1	3.3%
1708	Psychology	0.90	1	3.3%
1900	Journalism and Professional Writing	1.90	1	3.3%
1499	Other Economics	0.90	1	3.3%
0903	Biomedical Engineering	1.90	1	3.3%
1111	Mathematics and Statistics	1.90	1	3.3%
0999	Other Information and Computing Sciences	1.90	1	3.3%
1202	Curriculum and Pedagogy	0.90	1	3.3%

At the bottom of the page, there is a footer with the text: 'SEER CYCLES TO EVALUATE THE EXCELLENCE OF RESEARCH | Copyright 2010 | Privacy Policy | Disclaimer | Terms and Conditions' and 'info@seer.gov.au'.

Diagram 8

6. VIEW INDICATORS

View individual indicators by clicking any of the tabs that are listed below the name of the UoE (Diagram 9). The availability of indicators is dependent on whether an indicator is relevant for a particular discipline associated with a UoE (see Discipline Matrix).

The screenshot shows the SEERSUBMIT interface for a University of [redacted]. The 'VIEW INDICATORS' tab is selected, and a red arrow points to it. The page displays two tables:

Research Outputs	Mr. of outputs (aggregated)	% of outputs
Journal Article	2.00	16.7%
Book Chapters	1.00	3.3%
Books	2.00	16.7%
Conference Publications	2.00	16.7%
Original Creative Works	1.00	3.3%
Live Performance of Creative Works	1.00	3.3%
Discovered/Unpublished Creative Works	1.00	3.3%
Curated or Produced Substantive Public Exhibition and Events	1.00	3.3%
Portfolio of Non-Traditional Research Outputs	1.00	3.3%
Total	12.00	100.0%

FTE Profile by Academic Level	FTE (aggregated)	% of FTEs
HEQEC Level		
Level E	8.10	39.2%
Level D	3.90	15.9%
Level C	4.40	18.0%

Diagram 9

7. EDIT BACKGROUND STATEMENTS

To create or edit a Background Statement select the **EDIT BACKGROUND STATEMENTS** link on the Main Menu. You can create and edit Background Statements anytime during submission stage 1 and stage 2, until your submission is finalised in stage 2, or when you have unfinalised or uncertified your submission. Outside these times and until the end of submission stage 4, you can only view Background Statements. When the editing function is not available, the link on main menu changes to **VIEW BACKGROUND STATEMENTS**.

Background Statements may be created for each two-digit UoE.

From the **EDIT BACKGROUND STATEMENT** tab select from the list below the two-digit FoR for which you would like to create or edit your Background Statement. The lists display all twenty-two (22) two-digit FoRs. The list displays Cluster, FoR, Discipline, Low Volume flag, No. of Research Outputs and Edit columns. The Low Volume flag and number of Research Outputs columns will only be populated after UoEs have been created (Diagram 10).

EDIT BACKGROUND STATEMENTS

Choose a two-digit FoR code against which to edit a background statement. (Submission Date: 30 05 2010 13:34)

Outer	FoR	Discipline	Low Value	No. of Research Outputs	Edit
PCE	02	Physical Sciences	✓	3.00	Create
PCE	03	Chemical Sciences	✓	3.00	Create
PCE	04	Earth Sciences	✓	3.00	Create
HCA	17	Built Environment and Design	✓	1.00	Create
I-CA	12	Law and Legal Studies	✓	3.00	Create
I-CA	13	Studies in Creative Arts and Writing	✓	5.20	Create
I-CA	23	Languages, Communication and Culture	✓	3.30	Create
HCA	21	History and Archaeology	✓	3.00	Create
HCA	22	Philosophy and Religion Studies	✓	1.00	Create
EC	05	Environmental Sciences	✓	3.00	Create
EE	09	Engineering	✓	1.00	Create
EE	13	Built Environment and Design	✓	3.00	Create
SDC	13	Education	✓	3.20	Create
SRF	16	Economics	✓	1.00	Create
SDC	15	Commerce, Management, Tourism and Services	✓	3.00	Create
SDE	13	Studies in Human Society	✓	3.00	Create
SDE	17	Psychology and Cognitive Sciences	✓	3.10	Create

SEERS SYSTEM TO EVALUATE THE EXCELLENCE OF RESEARCH | Copyright 2010 | Privacy Policy | Disclaimer | Terms and Conditions

era@erc.gov.au
Funding in Research For Australia

Diagram 10

Clicking on **Create** will open up a Background Statement. Standard writing and editing features are available.

A Background Statement is limited to 10,000 characters. A character counter is located at the bottom right hand corner.

Once a Background Statement is created an Edit icon is displayed against the FoR in the list. A **Print** button is available on the Background Statement page.

8. FINALISING YOUR SUBMISSION

8.1. FINALISE SUBMISSION STAGE 1

You can finalise a submission when:

- all warnings have been ignored (by ticking the ignore warnings tick box), and
- UoEs have been created.

To finalise your submission select **FINALISE SUBMISSION STAGE 1** from the Main Menu. A confirmation message appears on-screen advising you that ‘This will finalise your stage 1 submission and allow the ARC to undertake further verification and integrity checking of the data contained in your submission. You will be notified by email when this has been completed. Are you sure you want to proceed?’

Clicking **Yes** finalises your submission and the link on the Main Menu changes to ‘Unfinalise Submission Stage 1’. The notification box on the Main Menu will be updated with the following message. ‘The ARC is reviewing your stage 1 submission. You will be notified by email of the outcome of the verification and data integrity check.’ (Diagram 11)

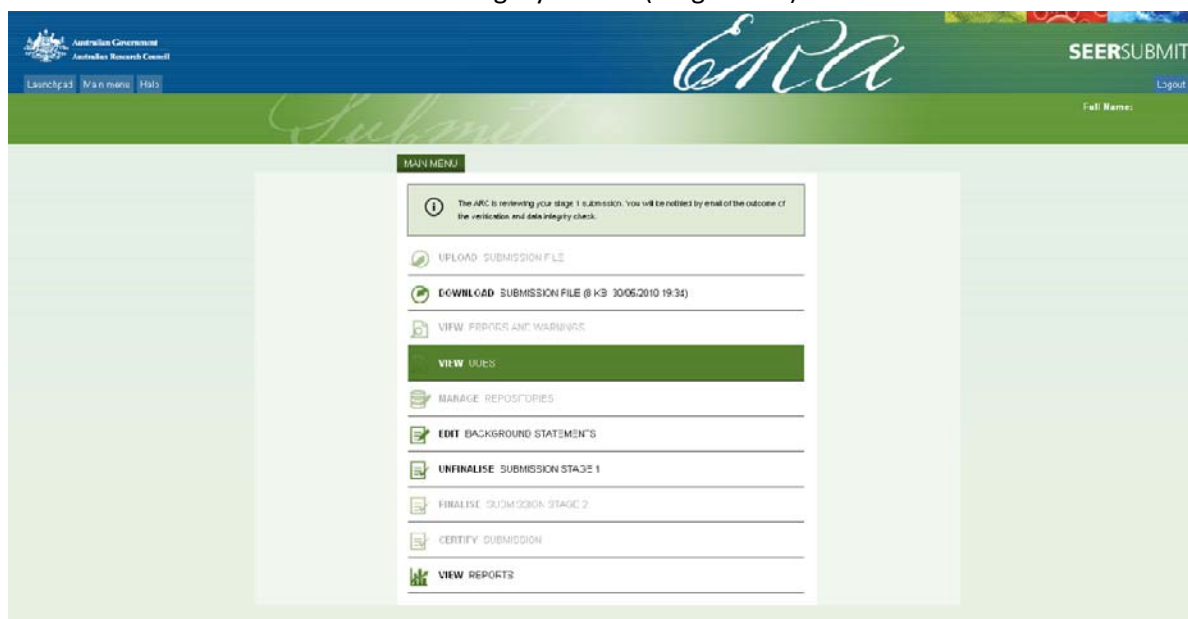


Diagram 11

8.2. AFTER REVIEW BY THE ARC

An email notification is sent to you advising that your institution's submission has been checked by the ARC. If the ARC is satisfied with your submission and you have the correct permissions in SEER, you will receive the following email notification, 'This email is to confirm that your ERA Submission has successfully passed Stage Two, including data integrity checking by the ARC. You may proceed to finalise your submission, pending certification by your Vice-Chancellor (or delegate) or equivalent.'

The notification box on the Main Menu will be updated to the following message: 'The ARC has approved your submission. If you have appropriate permissions you may proceed to finalising Stage 2.' If the ARC identifies potential issues with your submission, you will receive the following email: 'This email is to advise that your ERA Submission had potential issues identified during the ARC's Stage Two data integrity checking process. You will receive a separate email outlining these issues. You will need to upload a new submission file.'

The notification box on the Main Menu will be updated to the following message. 'The ARC has found issues with your submission. You must upload a new submission file.'

8.3. UNFINALISE SUBMISSION STAGE 1

You can unfinalise your submission by clicking **UNFINALISE SUBMISSION STAGE 1** on the Main Menu. The following confirmation message appears on screen: 'Are you sure you want to unfinalise your submission? This will stop the current process and you must upload a new submission file.' Clicking **Yes** will unfinalise the submission.

The notification box on the Main Menu will be updated with the following message. 'You have chosen to unfinalise your submission. Please upload a new submission file.'

8.4. FINALISE SUBMISSION STAGE 2

You can finalise your institution's submission in Stage 2, once the ARC has reviewed and approved it during Stage 2, by clicking **Finalise Submission Stage 2**.

You can finalise a submission when:

- all errors raised in Stage 2 are resolved; and
- your submission has been approved.

Select **FINALISE SUBMISSION STAGE 2** from the Main Menu. The following confirmation message appears on screen: 'Are you sure you want to finalise your Stage 2 submission?' Clicking **Yes** finalises the submission and the link on the Main Menu changes to 'Unfinalise Submission Stage 2'. The notification box on the Main Menu will be updated with the following message. 'Your Stage 2 submission has been finalised. If you have appropriate permissions you may proceed to certification.'

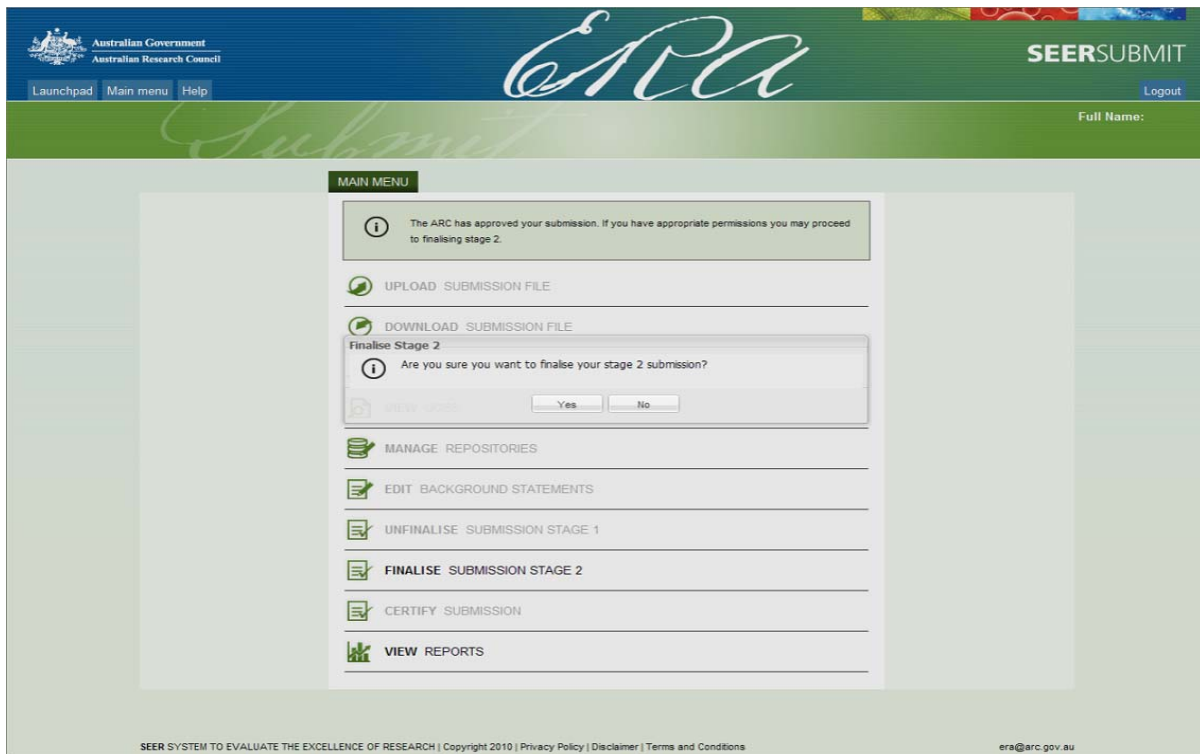


Diagram 12

8.5. UNFINALISE SUBMISSION STAGE 2

Once you have unfinalised your submission you will be able to upload a new submission.

Select **UNFINALISE SUBMISSION STAGE 2** from the Main Menu. The following confirmation message appears on screen: 'Are you sure you want to unfinalise your submission? This will stop the current process and you must upload a new submission file.' Clicking **Yes** will unfinalise the submission. The notification box on the Main Menu will be updated.

9. CERTIFYING YOUR SUBMISSION

9.1. CERTIFY SUBMISSION

You can certify your submission after it has been finalised in Stage 2. Only a user with the appropriate permissions can certify a submission.

To certify your submission select the **CERTIFY SUBMISSION** link on the Main Menu. You will be directed to a Certify Submission page where you can view any warnings associated with your submission. This page also lists the submission file details:

- Upload FileName
- Upload Date
- Uploaded By
- File Size
- Finalisation Stage 2 Date

To view warnings select the **View Warnings** button below the submission file details. The following warning details are displayed: line number, value, message and XML snippet.

You must accept all warnings before you can view your Certification Statement.

The following message is displayed: 'Please view your draft certification statement before proceeding to certify.' To view your draft certification statement select the **View Draft Certification Statement** button. This will open a pdf copy of the draft certificate. You can then view or print your draft certification statement.

To certify your submission select the **Certify** button. The following confirmation message is displayed on-screen: 'Are you sure you want to certify your submission?' Clicking **Yes** certifies the submission. An on-screen message is displayed advising 'You have successfully completed your submission process. You are required to print a hard copy of the Certification Statement. The signed Certification Statement must be sent to the ARC.'

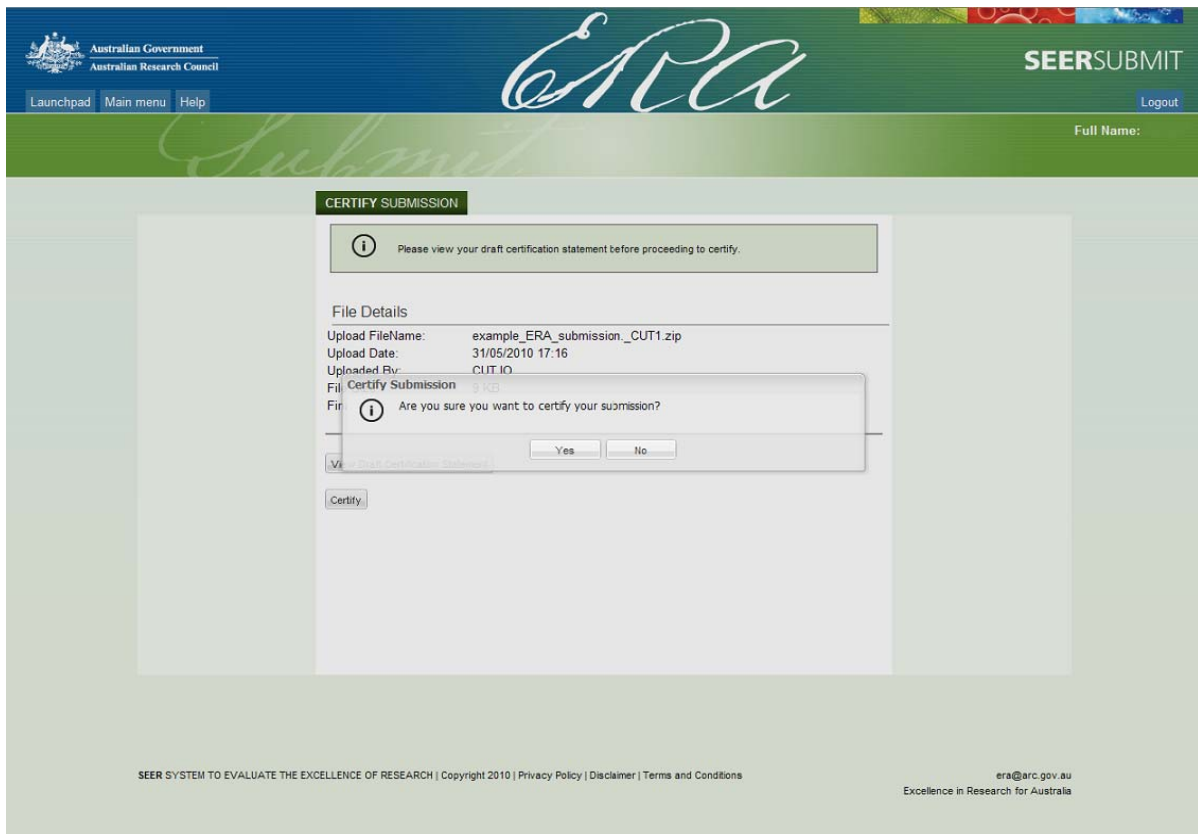


Diagram 13

Once you have certified your submission you will be able to view your submission certification details. The following information is displayed:

- Institution Name
- Certified FileName
- Certified File Size
- Date of Certification
- Name of Certifier

Selecting the **View Certification Statement** button opens a pdf copy of the final certification statement. The notification box on the main menu will be updated with the following message: 'You have successfully completed your submission process.'

10. VIEWING REPORTS

10.1. VIEW REPORTS

The **VIEW REPORTS** link is available via the Main Menu. You must select a report type and FoR (if applicable) before generating the report.

The available reports are:

- Submission Error Report—lists all validation errors or verification errors and warnings related to your submission (Diagram 14).
- Low Volume Report—details the two-digit and four-digit FoRs generated for the submission.

The reports are exportable to PDF and Excel. You can print the report via the print icon within the application.



Diagram 14

The ARC will provide the following data on request:

- UoE Profile data detailing the two-digit and four-digit UoEs generated for your submission.
- Indicator data detailing the two-digit and four-digit indicator information generated for your submission.
- Background Statements detailing the Background Statements generated for two-digit FoRs.
- Peer Review data detailing the research outputs marked for Peer Review.

11. SEERMANAGE USERS

The Manage Users link on the **SEERLAUNCH PAD** allows you to manage your own user profile and, if you have appropriate permissions, the profiles of other users within your institution.

To create users or edit user profiles select the **MANAGE USERS** link on the Launch pad. This will take you to the MANAGE USERS module of SEER. The **Users** tab allows authorised users to **Add New User**.

Selecting a user will display user details and the role/s they have been assigned.

The **Edit User** page is used to **Set Password** (your own) and **Reset Password** (for other users).

A confirmation message appears on screen when clicking the **Reset Password** button. 'Are you sure you want to reset password for user [*username*]. By clicking **Yes** the user whose password was reset will receive an email with their username and a temporary password that SEER will prompt the user to update on first login. The password must have a minimum of seven (7) characters and include at least one of each of the following: a numeric character, an uppercase character and a lower case character.